



STATE OF NEW HAMPSHIRE

21 S FRUIT ST STE. 16
CONCORD NH 03301-2431

Webpage: <http://www.state.nh.us/nursing>

TDD Access: Relay NH 1-800-735-2964

Nursing 603-271-2323

Nurse Asst. 603-271-6282

Criminal Background/F.B.I. Finger Printing

LPN's, RN's, APRN's and LNA's that are applying for original licensure in the state of N.H. are required to complete the F.B.I. finger printing/criminal background check process.

The fees for the inked finger printing process are now \$55.25 plus the fee required by the police station that completes the actual finger printing. All inked finger printing must be completed on F.B.I. finger print cards from our office. The completed fingerprint cards, filled out completely (as shown on the sample card printed on the back of this notice), completed and notarized criminal background check form and check or money order of \$55.25 made out to "State of N.H. Criminal Records" are mailed to- The N.H. Board of Nursing, 21 South Fruit Street, Suite #16, Concord, NH 03301. Once the documents are received at the N.H. Board of Nursing the results of the inked finger printing process can take approximately 8 weeks (if the prints are accepted.) If the prints are rejected (due to poor print quality) resubmission is required.

Live scan finger printing done at police stations within the state of N.H. (this does NOT apply to live scans done at the N.H. State Police) must complete the following- The applicant must bring a criminal background form from the N.H. Board of Nursing (which can be downloaded off of our website at WWW.state.nh.us/nursing.) This form must be filled out completely and notarized before arriving at the police station. The applicant will pay \$19.25 for the F.B.I. finger printing PLUS what ever processing fee that police station charges to complete the finger printing. The applicant must then receive a live scan tracking number on that criminal background check form from the police station and mail that form along with a \$25.00 check made out "State of N.H. Criminal Records" to the N.H. Board of Nursing at 21 South Fruit Street, Suite #16, Concord, N.H. 03301. The police station will send the live scan finger prints along with the check for \$19.25 to the N.H. State Police. Once the Criminal background check form and the \$25.00 check is received at the N.H. Board of Nursing it will be processed and then sent to the N.H. State Police. A live scan preformed out of state MUST be completed on cards from our office and sent with a criminal background check (filled out and notarized) and payment of \$55.25 made out to "State of N.H. Criminal Records" to the N.H. Board of Nursing.

RECOMMENDED PROCESS

Applicants that choose to complete the live scan finger printing process at the **N.H. State Police in Concord, NH** may do so by calling (603)-271-2538 to schedule an appointment. Applicants do not need F.B.I. finger print cards if the live scan is completed at the N.H. State Police. **Applicants must bring a completed and notarized criminal background check form** at the time of their appointment. The criminal background check form must come from the N.H. Board of Nursing (this form may be down loaded from our web site listed above.) The results of this process take approximately 2 weeks from the time the process is completed at the N.H. State Police.